

**MINUTES OF THE VINEYARD PLANNING COMMISSION**  
**Vineyard Town Hall, 240 East Gammon Road, Vineyard, Utah**  
**Wednesday October 21<sup>st</sup>, 2015 at 7:00 PM**

---

**Present**

Chair Wayne Holdaway  
Commissioner Angela Kohl  
Commissioner Daniel Pace  
Commissioner Chris Judd  
Alternate Commissioner Tim Blackburn (sat)

**Absent**

Commissioner Garrett Smit  
Alternate Commissioner Don Cosney

**Staff Present:** Town Planner Aric Jensen, Town Clerk/Recorder Pamela Spencer

**Others Present:** Residents Tyce Flake, Derek Whetten, and Anthony Jenkins, Ryan Clark with Orem City

The Vineyard Town Planning Commission held a regular meeting on Wednesday, October 21, 2015, starting at 7:00 PM in the Vineyard Town Hall. The invocation was offered by Commissioner Tim Blackburn.

---

**REGULAR SESSION** - The meeting was called to order at 7:00 PM.

**OPEN SESSION** – Citizen Comments

Chairman Holdaway asked for public comment. None was given.

**MINUTES REVIEW AND APPROVAL** – Minutes from the 4/2/2014, 7/2/2014, 6/17/2015, 7/1/2015, 7/15/2015, 8/5/2015, 8/6/2015 Planning Commission Meetings. The Planning Commission will review the minutes and take appropriate action.

Chair Holdaway called for a motion.

**Motion:** COMMISSIONER BLACKBURN MOVED TO APPROVE THE MINUTES AS PRESENTED. COMMISSIONER KOHL SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

**BUSINESS ITEMS:**

**5.1 PUBLIC HEARING** – The Applicant, Ryan Clark with Orem City, is seeking approval of their Conditional Use Application for a Temporary Parking Area to be located on lot 2 of the Lake Park Plat “F” Subdivision. The subject property is 1.33 acres, and is within the R-2-15 Zoning District. The Planning Commission will hear public comments and take appropriate action.

Chair Holdaway turned the time over to Town Planner Aric Jensen.

Mr. Jensen reviewed the applicant's request and the recommended stipulations.

Chair Holdaway called for a motion to open the public hearing.

**Motion:** COMMISSIONER JUDD MOVED TO OPEN THE PUBLIC HEARING AT 7:14 PM. COMMISSIONER PACE SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

Ryan Clark with Orem City stated that Orem's plan was to complete the parking lot in three (3) years. He said that they did not want to bring in anything that would impact the soil or create a surface that would not be conducive to growing sod.

Resident Derek Whetten asked what the base product would be for the parking lot. Mr. Clark replied that they planned to leave the vegetation, keep it mowed, and close it off when it rains. Chair Holdaway asked if they would chain the area off. Mr. Clark replied that they would have to have a way to close it.

Mr. Whetten asked if they would be watering the area because he was concerned with the wind blowing the dirt around. Mr. Clark replied that they would not be watering the area.

Mr. Whetten asked if the existing fence would be removed. Mr. Clark replied that they would be removing the existing fence on the east and north side after they fence off the Whetten property.

Commissioner Kohl asked how wide the access would be. Mr. Clark said that it would be about 25 feet.

Chair Holdaway asked if they should include a provision to put water down if there was too much dust. Mr. Clark agreed.

Resident Tyce Flake felt that using the area without putting something down that it would become a mess. He suggested that they put down a large gravel base and make it easy for removal later.

Commissioner Judd asked what the topography was for the area. Mr. Whetten replied that to the north it was flat, to the east the grass had a gentle slope from east to west, and at the fence line it dropped down slightly. He said there would not be a lot of water running into the fields.

Commissioner Judd asked what the signage was for the extra parking. Mr. Clark replied that they had not addressed signage and added that they would look into it.

Mr. Whetten said that people were already trying to park on the lot. He said that he used his truck to block off the area.

Commissioner Pace suggested that they add addressing signage to stipulation number four (4).

Mr. Clark asked about lighting. He said that the soccer games should be over before dark.

Mr. Whetten mentioned that the softball parking did not go that far west. Commissioner Judd suggested that they have more than just a closed sign.

Mr. Whetten said that if they have cars in the lot after it is closed people would drive across the field. He suggested leaving the existing fence with a few openings to give them boundaries.

Commissioner Judd asked how they would control where the people would park. Mr. Clark said that they had thought of using barriers with ropes to create about 123 stalls. Mr. Jensen asked if they had access to jersey barricades to prevent people from spinning and doing donuts in the lot.

Commissioner Judd asked if they would be using the area for storage. Mr. Clark replied that they might store the goal posts there.

Commissioner Blackburn asked about the long-term use of the space. Mr. Clark explained the concept plan. Commissioner Judd asked if they had to include handicap parking. Mr. Jensen replied that because of the type of surface it would not allow for handicapped use.

Chair Holdaway called for further public comment. Hearing none, he called for a motion to close the public hearing.

**Motion:** COMMISSIONER PACE MOVED TO CLOSE THE PUBLIC HEARING AT 7:28 PM. COMMISSIONER JUDD SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

Commissioner Judd asked if Orem needed to have an easement for access to the parking. Mr. Jensen replied that they did not need an easement because they owned the property.

Mr. Clark said that when the parking lot is finished they would landscape around the access. Commissioner Judd asked if the water well would be affected. Mr. Clark replied that the well was piped underground.

There was discussion on the types of road base to be used and the consensus was to add a layer of gravel.

There was discussion as to adding a stipulation for the hours of operation. Mr. Clark commented that darkness would eliminate the soccer usage. Mr. Jensen recommended saying dusk to dawn then they can send an officer to have the people leave.

Chair Holdaway called for a motion.

**Motion:** COMMISSIONER JUDD MOVED TO APPROVE THE CONDITIONAL USE PERMIT FOR TEMPORARY PARKING WITH FINDINGS SET FORTH IN THE STAFF REPORT TO INCLUDE THE FOLLOWING SIX STIPULATIONS, WITH REVISIONS TO STIPULATIONS #2, #4, AND #5 AS DEFINED BELOW:

1. THE APPLICANT CONSTRUCTS AND OPERATES THE FACILITY IN ACCORDANCE WITH THE SUBMITTED PLANS AND PROJECT NARRATIVE;
2. THE PERVIOUS SURFACE AREA IS CONSTRUCTED IN SUCH A WAY TO PREVENT DUST PROPAGATION AND OTHER AIR POLLUTION AND SHALL INCLUDE A LAYER OF GRAVEL TO BE DETERMINED BY THE TOWN ENGINEER.
3. THE APPLICANT DESIGNS AND CONSTRUCTS A NON-TRACKING FEATURE TO PREVENT THE TRACKING OF MUD AND DIRT ON TO CITY STREETS, TO BE LOCATED BETWEEN THE PERVIOUS SURFACE AND THE PUBLIC RIGHT OF WAY AND TO BE DESIGNED AND MAINTAINED TO THE SATISFACTION OF THE VINEYARD PUBLIC WORKS DIRECTOR;
4. THE APPLICANT PROVIDES RULES AND HOURS OF OPERATION, DEFINED AS DUSK TO DAWN, WHICH SHALL SPECIFICALLY ADDRESS NOISE AND LIGHT POLLUTION, TO THE SATISFACTION OF THE VINEYARD PUBLIC WORKS DIRECTOR, AND SHALL INCLUDE SIGNAGE OF SUCH RULES AND HOURS OF OPERATION;
5. THIS CONDITIONAL USE PERMIT SHALL BE TEMPORARY IN NATURE AND SHALL BE REVIEWED EACH YEAR UNTIL SUCH TIME AS THE USE IS ABANDONED OR OTHERWISE CONVERTED TO A PERMANENT USE;

6. THIS CONDITIONAL USE MAY BE TERMINATED AT ANY TIME FOR FAILURE TO ABIDE BY THE CONDITIONS SET FORTH, AND IN ACCORDANCE WITH THE PROCEDURES ESTABLISHED IN THE VINEYARD TOWN ORDINANCES. COMMISSIONER BLACKBURN SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

Chair Holdaway mentioned that the vice chair had resigned and that they needed to elect a new commissioner to fill the position. Commissioner Blackburn nominated Commissioner Judd. No other nominations were submitted. Chair Holdaway called for a vote to elect Commissioner Judd as the new vice chair. All present voted aye. Chair Holdaway declared Commissioner Judd as the new vice chair.

**5.2 Annual Planning Commission Education as Required by Utah Code-** There will be a training/discussion session for the planning commission.

Town Planner Aric Jensen presented annual training and education.

Highlights of the training were as follows:

There are three types of government:

- Administrative – applies the law
- Legislative – makes the law
- Judicial – guards the law
  
- Town Council - legislative;
- Planning Commission - administrative
- Appointed officials - administrative
  
- Planning Commission should be responsible for Conditional Use Permits; Zoning Code changes and code recommendations; subdivision plats; code enforcement.
- Town Council should be responsible for legislative decisions, which include Ordinances and Resolutions.
- Judicial – quasi-judicial – board of adjustments – variances - governed by state code.
- Administrative items that are not necessary for the Planning Commission and Town Council to look at – building permits, sign permits, etc., but they could review them if they chose to. The Council could grant the Planning Commission the right to approve most of the administrative decisions.

Commissioner Pace asked about code enforcement. Commissioner Judd asked if there were any issues that needed to be changed. Mr. Jensen replied that he would be working on the Zoning Ordinance in the next couple of months. He gave an example that the current sign ordinance needed to be amended and explained what the guidelines should be.

**5.3 Discussion of Future Agenda Items:** There were no items discussed.

**PLANNING COMMISSION MEMBERS' REPORTS** – There were no reports given

## STAFF REPORTS

Aric Jensen – Town Planner Mr. Jensen had no new items to report.

Don Overson – Public Works Director/Town Engineer – Mr. Overson was excused.

## ADJOURNMENT

**Motion:** COMMISSIONER JUDD MOVED TO CLOSE THE MEETING AT 8:15 PM.  
COMMISSIONER PACE SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR.  
MOTION CARRIED WITH ONE ABSENT.

The meeting adjourned at 8:15 PM. The next regularly scheduled meeting is November 4, 2015.

MINUTES APPROVED ON: December 16, 2015

CERTIFIED CORRECT BY: /s/ Pamela Spencer  
P. SPENCER, TOWN CLERK/RECORDER